COUNTY OF SAN LUIS OBISPO

ADDRESS AND ROAD NAME ORDINANCE

TITLE 20 OF THE SAN LUIS OBISPO COUNTY CODE

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ADOPTED BY
THE SAN LUIS OBISPO COUNTY BOARD OF SUPERVISORS
September 8, 1980 - Ordinance No. 2036

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COUNTY OF SAN LUIS OBISPO

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COUNTY OF SAN LUIS OBISPO

ADDRESS AND ROAD NAME ORDINANCE

Adopted September 8, 1988, Ordinance 2036

Amended

September 20, 1991

Ordinance No. 2521

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CHAPTER 1: ENACTMENT, ADMINISTRATION & AMENDMENT

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20.01.010 - Title and Purpose

This title is known as the Address and Road Name Ordinance of the county of San Luis Obispo, Title 20 of the San Luis Obispo County Code. These regulations are hereby established and adopted to protect and promote the public health, safety and welfare and convenience by providing the Department of Planning and Building the ability to name roads and assign situs addresses, and more particularly:

- a. To improve the response time for fire, police, ambulance vehicles and other emergency agencies; and
- b. To expedite postal and general delivery services; and
- c. To enhance the ability to locate businesses and residences based on their situs address; and
- d. To implement the Safety Element of the General Plan by aiding contingency planning.

20.01.020 - Adoption

The Address and Road Name Ordinance is adopted pursuant to the authority vested in the County of San Luis Obispo by the State of California.

20.01.030 - Maps Included by Reference

The following maps and all amendments thereto are hereby adopted and included by reference as part of this title, as though they were fully set forth here:

- a. Official Situs Address Maps. All situs address maps adopted pursuant to this title are available for public inspection at the Department of Planning and Building. The official situs address maps shall identify boundaries of areawide systems, base lines, grid index lines and all situs addresses assigned.
- b. Areawide Address System Boundaries. The boundaries of each areawide address numbering system shall be established by resolution of the Board of Supervisors upon recommendation of the Planning Commission. The boundaries shall be identified on the official situs address maps.

20.01.032 - Applicability of Road Name and Address Ordinance

The provisions and standards of this title are applicable to:

- a. All roads and structures located within the boundaries of each adopted areawide address numbering system; and
- b. All roads shown on subdivision maps approved for recordation regardless of their location within or outside the boundaries of each adopted areawide address system.

20.01.034 - Fees Required

Any application filed with the Department of Planning and Building pursuant to this title shall be accompanied by the required filing fee at the time of submittal. The required filing fee is determined by the adopted county fee ordinance.

20.01.036 - Administration of Road Name and Address Ordinance

This title shall be administered by the Director of Planning and Building, who will advise the public about its requirements. The responsibilities of the Director of Planning and Building under this title include but are not limited to the following functions, which may be carried out by the Department of Planning and Building employees under the supervision of the director:

a. Application Processing. Receive and review all applications for situs address or road name requests; certify that applications submitted have been properly completed; establish permanent files; conduct analysis on projects and their sites; post public notices; meet with applicants; collect fees; prepare reports; process appeals; present staff reports to the Administrative Hearing Officer, Planning Commission and Board of Supervisors; and

- **b. Issuance.** Issue all situs addresses and road names as set forth in this title; and
- **c. Coordination.** Refer and coordinate matters related to the administration of this title with other agencies and county departments; and
- **d.** Amendment. Pursuant to Section 20.01.040 (Amendment), petition the Board of Supervisors to initiate amendment of this title when such amendment would better implement this title and increase its effectiveness and/or improve or clarify the procedures or content of this title; and
- **e. Enforcement.** Enforce and secure compliance with the provisions of this title pursuant to Chapter 20.04 (Enforcement).

20.01.038 - Appeals

Any decision of the Planning Director regarding the implementation of this title may be appealed in writing to the Planning Commission, as set forth in Section 22.01.042 of the Land Use Ordinance or 23.01.042 of the Coastal Zone Land Use Ordinance (Appeals), within ten (10) days after the date of the Director's action. Fees associated with an appeal shall be as set forth in the adopted county fee ordinance.

20.01.040 - Amendment

This title may be amended whenever the Board of Supervisors deems that public necessity, convenience, or welfare require. Amendments may be initiated by the Board of Supervisors, the Planning Commission, the Department of Planning and Building, or a private party. All amendments shall be reviewed by the Planning Commission for their recommendation to the Board of Supervisors.

20.01.042 - Severability of Provisions

If any chapter, section, subsection, paragraph, subparagraph, sentence, clause, phrase or portion of the Address and Road Name Ordinance is for any reason held to be invalid, unconstitutional or unenforceable by the decision of a court of competent jurisdiction, such decision shall not effect the validity of the remaining portions of the Address and Road Name Ordinance. The Board of Supervisors hereby declares that this Address and Road Name Ordinance and each chapter, section, subsection, paragraph, subparagraph, sentence, clause, phrase or portion thereof would have been adopted irrespective of the fact that one or more chapters, sections, subsections, paragraphs, subparagraphs, sentences, clauses, phrases or portions of thereof be declared invalid, unconstitutional or unenforceable.



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20.02.010 - Purpose

This chapter establishes standards for the designation and display of situs addresses. All addressable structures, as defined in Chapter 20.05 - Addressable structure), shall be assigned a situs address, as set forth in this title, for public health, safety, welfare and convenience.

20.02.012 - Applicability of this Chapter

These addressing requirements are applicable throughout the unincorporated area of the county.

20.02.014 - Legal Description of Property Not Affected

The adoption and implementation of this chapter shall not affect the legal description of any property.

20.02.020 - Application Content

Situs addresses shall be assigned by the following two methods:

- **a. Construction Permit.** Any addressable structure associated with a construction permit will be assigned a situs address as part of the construction permit application process. The following information shall be required to be submitted with an application for construction permit:
 - (1) Assessor parcel number and legal description.
 - (2) A site plan showing the location all addressable structures on the parcel.
 - (3) Location(s) of driveway(s) providing access to all addressable structures on the parcel.

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- (4) Road name of access road (if named).
- (5) Owner's name and address.
- **b. Situs Address Application.** Any existing addressable structure that does not have a situs address may apply for one by completing a situs address application form and submitting it to the Department of Planning and Building. The following information is required to be submitted with the application:
 - (1) Assessors parcel number and legal description.
 - (2) A site layout plan containing the following information:
 - (i) the location of all addressable structures existing or proposed on the subject parcel.
 - (ii) the location of the driveway(s).
 - (iii) road name of access road.
 - (3) Owners name and mailing address.
 - (4) Residents name and mailing address (where applicable).

20.02.022 - Situs Address Assignment and Standards

The situs address of an addressable structure shall be determined based on the distance from the intersection of the driveway with the road and the nearest address grid index line. Additional information used to determine situs addresses is as follows:

- a. Multiple Addressable Structures Sharing Driveway. If multiple addressable structures access a common driveway, they will be assigned situs addresses that numerically increase in proportion to the distance they lie away from the intersection of the driveway and the named road.
- b. Corner and Double Fronting Parcels. Within urban and village reserve lines, corner and double fronting parcels shall be assigned a situs address based on the road which the principal pedestrian entrance of the addressable structure faces. If the entrance is not visible from that street, or is inaccessible for emergency services from the road the addressable structure faces, then the situs address shall be based on the road which the principal driveway intersects. Outside of urban and village reserve lines, the situs address shall be based on the road which the principal driveway intersects.
- **c. Multiple Units.** Separate internal units within, or associated with, residential or business complexes shall have a singular situs address and be uniquely identified by the use of a suffix as determined below:

- (1) Apartment. Designation for individual units within an apartment complex.
- (2) Unit. Designation for individual units within a residential or commercial condominium complex, business complex.
- (3) Space. Designation for individual units within a mobile home, Recreational Vehicle, cabin or moorage development.
- **d. Vacant Parcels.** Vacant parcels less than one acre may be pre-addressed at the discretion of the Department of Planning and Building. This pre-address shall be assigned to the center point of the parcel frontage and is subject to change at the time an application for a construction permit for an addressable structure is requested in order to comply with this section.
- **e. Accessory Structures**. Accessory structures, as defined in Chapter 20.05 (Definitions -Accessory structure), shall not be assigned a situs address.

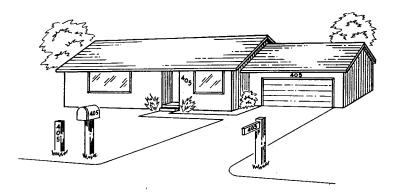
20.02.024 - Display

If a situs address is assigned through the construction permit process, the property owner shall display the assigned situs address prior to the final inspection. If the situs address is assigned through the situs address application process, the situs address shall be displayed within thirty (30) days after receiving written notice of the number. The display of the number shall meet the following standards:

- **a. Construction**. All situs address numbers shall be a minimum height of three (3) inches, 3/8 inch stroke, constructed of a durable material, reflectorized and of a color that is contrasting to the background color.
- b. Location. Situs address numbers shall be displayed at each driveway entrance, and visible from both directions of travel along the road (either marked on the curb, displayed on the adjacent mailbox, or posted on a marker). Situs address numbers may also be located in areas that are easily visible from the road such as above or adjacent to the front door or garage door. Where multiple addresses are required at a single driveway, all the addresses shall be shown on a single post.
- **c. Mailbox.** Individual mailboxes at the site shall be marked with the situs address (situs number and road name) using minimum 1/2 inch high numbers and letters.
- **d. Maintenance.** The owner shall maintain the displayed situs address to continue compliance with subsections a, b and c of this section.

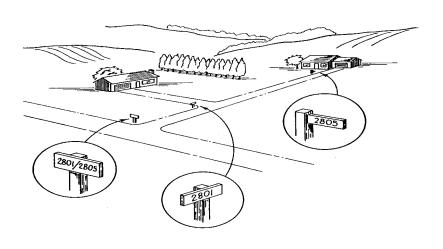
Examples of address display

Examples of display of situs address number at driveway entrance visible from both directions of travel along the road. Number to be either marked on the curb, displayed on the mailbox, or posted on a marker.



Situs address numbers may also be located above or adjacent to the garage door or front door.

Multiple addresses at a single driveway must be shown on a single post at the driveway entrance visible from both directions of travel along the road.



CHAPTER 3: ROAD NAMING

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20.03.010 - Purpose

The chapter establishes standards for the naming of roads and the location of required signage. All roads, as defined by this title, shall have an official road name as set forth in this title, for public health, safety, welfare and convenience.

20.03.012 - Road Name Index

The Department of Planning and Building shall maintain a Road Name Index to identify all official road names within the unincorporated portions of the county. In addition, a list of road names for roads to be named in conjunction with a construction permit shall be kept on file with the Department of Planning and Building.

20.03.014 - Road Names Required

A road name shall be required for all unnamed roads that provide vehicular access to more than one lot of record or to one lot of record with more than two buildings or four or more dwelling units. Road naming shall occur either prior to a land division map being recorded, prior to final building inspection being granted, or in conjunction with an application and petition from property owners located on the road.

20.03.016 - Road Name Exemptions

Roads located entirely within a contiguous ownership of more than 200 acres, and that do not provide access to more than 2 structures with no more than three dwelling units shall be exempt from the road name requirement of Section 20.03.014, except that the road may be named where the property owner requests such in writing.

20.03.018 - Road Name Selection

Road names shall based on the following criteria:

- a. **Duplicate Road Names.** Road names shall not duplicate another road name used elsewhere in the unincorporated areas of the county or in an incorporated city. Similar sounding names are considered duplicate regardless of spelling.
- **b. Family Names.** Roads shall not be named after a family surname unless it can be proven in writing to the satisfaction of the Department of Planning and Building that the surname is one of historical prominence in the area of the road to be named.
- **c. Language.** Road names in either English or a foreign language shall be grammatically correct and easy to pronounce and spell and shall not include the use of slang or profanity.
- **d. Road Name Length.** Road names shall be of a length to fit on a 36 inch sign blade (approximately 18 letters).
- **e. Road Type Classification.** Road names shall include the appropriate road classification as set forth below:

ROAD NAME CLASSIFICATION		ATION
Arterial within Urban/Village Reserve Line	Boulevard	Blvd
Arterial outside Urban/Village Reserve Line	Road	Rd
Collector or Local within Urban/Village Reserve Line east/west direction north/south direction	Street Avenue	St Ave
Collector or Local outside Urban/Village Reserve Line east/west direction north/south direction	Place Way	Pl Wy
Cul-de-sac 200 feet or more in length less than 200 feet in length	Lane Court	Ln Ct
Circle or "U" alignment	Circle	Cir

- **Continuity**. A road that is continuous shall have the same name and road classification throughout its length, except in the following situations:
 - (1) If an otherwise continuous road is interrupted by a drainage channel, freeway, railroad or other major physical obstruction with no planned connection, the segments shall have different names.
 - (2) Where roads intersect at an interior angle of 110 degrees or less, each segment shall be given a different name if doing so will reduce confusion.
- **g. Road Name Descriptions**. Only the following types of descriptions shall be used in association with road names:
 - (1) North, South, East and West indicating direction from a numbering base line as assigned by the Department of Planning and Building.
 - (2) Road classifications as set forth in Section 20.03.018(e) of this title.

20.03.020 - Road Name Signs

Any road with an official road name shall be marked with a road name sign that is clearly visible and legible from the road and meets the following standards:

- **a. Location**. At the intersection of two or more roads or as required to clarify road location. The road name sign shall be visible from both directions of travel for a distance of not less than 100 feet.
- b. Construction. For county-maintained roads, the sign blade and the mounting shall be as specified in the Standard Improvement Specifications and Drawings, drawing M-6 on file in the County Engineering Department. For all other roads, the sign blade and mounting shall be as specified in the Standard Improvement Specifications and Drawings, drawing M-6 on file with the County Engineering Department except they shall have silver scotchlite applied to both surfaces and the letters shall be capitals of die-cut green scotchlite.
- **c. Erection and Maintenance**. The purchase, placement, and maintenance of a road name sign is the responsibility of the following:
 - (1) Any road created or extended by a division of land, or a road providing access to the division of land, shall have a road name sign purchased and erected by the subdivider. Maintenance shall be as designated in subsections (2) or (3), whichever is applicable.
 - (2) The purchase and erection of a road name sign for all other roads that are currently unnamed is the responsibility of the party(ies) requesting the road name or the construction permit applicant. Responsibility for maintenance shall be with the party(ies) who requested the road name or with future construction permit applicants until such time as the county or another road maintenance entity is established to maintain the road and/or the road name sign.

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(3) Maintenance for road signs located on roads maintained by the county is the responsibility of the county. In the case of roads maintained by other agencies (e.g., community services districts, road maintenance districts, homeowners associations, etc.), road name signs shall also be maintained by the agency responsible for road maintenance.

20.03.030 - Road Naming

Any unnamed roads shall be named at the time of construction permit application pursuant to the requirements as set forth in Sections 20.03.032 and 20.03.036, such that there are no unnamed roads from the project frontage to the nearest named road. The naming or renaming of a road not associated with a construction permit application or a land division can be initiated by the owner of an addressable structure or parcel with road frontage, the Board of Supervisors, Planning Commission, Department of Planning and Building or a public agency, and shall follow the procedures set forth in Sections 20.03.034 and 20.03.036. Roads created through a land division shall follow the procedures as set forth in Section 20.03.040.

20.03.032 - Application Content

The application for a road name shall be completed and where the application is not in conjunction with a construction permit, a petition as described in Section 20.03.034 shall be submitted in addition to the following information:

- **a. Applicant Information**. This includes the owner name, mailing address and phone number.
- **b. Location of Road**. A location map clearly indicating the road location, the vicinity of the subject road and any cross streets shall be submitted with the application.
- **c. Specific Request**. To be included with road name applications in addition to all other information required by this section.
 - (1) **Type of request**: Describes the reason for the request: naming a previously unnamed road or changing the name of an existing named road.
 - (2) **Road name requested.** Specify the road name that is being requested as part of the application. The name shall satisfy the provisions of Section 20.03.018. In the case of a road being named as part of a construction permit, the construction permit applicant may propose a name for consideration, or the county shall assign a name from a list of road names on file with the Department of Planning and Building.
 - (3) **Reason for selecting name**. Note the reason for the specific road name being requested.
 - (4) **Translation**. If the proposed road name is written in a language other than English, a literal, as well as a commonly accepted translation shall be submitted.
- **d. Owner Verification**. Dated signature of property owner or the applicant's representative, where an owner's consent form is used.

20.03.034 - Petition Content

A petition must accompany an application as set forth in Section 20.03.032. The petition shall be contain the following information:

- **a. Type of Road Being Named.** An indication that the road is presently unnamed or what its existing name is if a road name change is being proposed.
- **b. Road Name Requested.** State the road name that is being requested.
- **c. Petitioner Information.** The petition shall include:
 - (1) Date petitioner signed petition.
 - (2) Assessor parcel number of petitioner.
 - (3) Signature of petitioner. Only one signature is counted per addressable structure or parcel of land.
 - (4) Dated signature of person who circulated petition.
- d. Required Number of Signatures. The petition must have the signatures representing a majority of the owners of addressable structures with frontage abutting the road. If less than two addressable structures have frontage abutting the road, then a combined majority of the owners of addressable structures and owners of parcels with road frontage shall sign the petition. At the discretion of the Director of Planning and Building, the Department of Planning and Building can sign the petition for an owner(s) of an addressable structure or parcel if doing so will expedite the road naming process for the purpose of public health, safety and welfare.

20.03.036 - Road Naming Procedures

Issuance of road name not associated with a land division map shall be processed by the Department of Planning and Building as follows:

(1) **Schedule administrative hearing**. Upon receipt of a completed application and where applicable, a petition, the Department of Planning and Building shall schedule the road name request at an administrative hearing before the Planning Director or designee.

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- (2) **Public notice.** Ten (10) days prior to the hearing, notice of the administrative hearing shall be posted a minimum of three public places along the road to be named or renamed, or be published in a newspaper of general circulation, or mailed to owners of addressable structures or parcels of land which abut the affected road. The type of notice shall be at the discretion of the Department of Planning and Building.
- (3) **Notice of county action when hearing continued.** If a decision is continued by the county to a time which is neither previously stated in the public notice provided pursuant to subsection (2) above, nor announced at the hearing as being continued to a time certain, then county shall provide notice of further hearings in the same manner and within the same time limits as subsection (2) above.
- (4) Administrative hearing. A public hearing before the Planning Director on each road name proposal shall be conducted to allow any interested persons to present information and testimony relevant to a decision on the proposal. If upon conclusion of the hearing, the Planning Director finds that the road name satisfies the requirements of this title, the road name shall be adopted as official. This action makes the road name the official road name and this name will take precedence over any name previously associated with the road.
- (5) **Final decision**. Immediately at the conclusion of public testimony at the hearing, the Planning Director shall:
 - i. Announce that the approval requested for the road name as set forth in the staff report is the final administrative action and that the road name will become effective in ten (10) days unless appealed; or
 - ii. Announce that the approval requested for the road name is changed as a result of information provided at the hearing and whether the final decision is approval or denial; or
 - iii. Continue the hearing to a date certain to provide additional time to evaluate information obtained at the hearing prior to a final decision; and
 - iv. In the event final action is taken at the hearing, inform those present of the procedures by which the decision of the Planning Director may be appealed.
- (6) **Notification of final action**. After the road name becomes effective, the Department of Planning and Building shall notify all appropriate public and private agencies, and owners of parcels and addressable structures abutting the road of the newly approved road name and any new addresses of existing structures along the road where necessary.

20.03.040 - Roads Created Through Land Division

Roads proposed on a land division map shall be named as follows:

- **a. Names Required.** A road that is an extension or portion of a named road shall bear the name of the existing road. A road that is an extension or portion of an existing unnamed road shall be named per Section 20.03.036. A road that is newly created by the land division, and is wholly contained in the boundaries of the map, shall be named as set forth in this Section.
- **b. Application Content.** A completed application for road name shall be filed by the owner or his agent with the Department of Planning and Building after the Board of Supervisors approves the tentative map. The content of the application shall be the same as specified in Section 22.03.032 with the following additions:
 - (1) **Applicant information**. The owner name, mailing address and phone number and the name, mailing address and phone number of the applicant's representative.
 - (2) **Owner Verification.** Dated signature of property owner and the applicant's representative.
- **c. Processing.** The request for road name shall be processed as follows:
 - (1) Proposed road name shall be reviewed by the Department of Planning and Building to determine compliance with Section 20.03.018. If a determination is made that the name conforms to road name selection criteria, then the name shall be approved by the Department of Planning and Building and shall be shown on the final map to be approved by the Board of Supervisors and recorded.
 - (2) The road name is deemed approved and becomes official when the Board of Supervisors approves the final map shown with the road name and the map is recorded with the County Recorder.
 - (3) After the final map is recorded, the Department of Planning and Building shall notify all appropriate public and private agencies of the newly approved road name and its location.

CHAPTER 4: ENFORCEMENT

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20.04.010 - Enforcement

This chapter establishes procedures for enforcement of the provisions of this title. The enforcement procedures set forth are intended to assure due process of the law in the abatement or correction of violations of this title.

20.04.012 - Enforcement Responsibilities

The responsibility for the enforcement of the provisions of the Address and Road Name Ordinance is as assigned below:

- **a. County Sheriff:** It is the duty of the County Sheriff and of all officers of the county otherwise charged by law to enforce this title and all of its provisions.
- **b. Planning Director:** The Planning Director, or designee, shall enforce this title as it applies addressing and road naming for new construction.
- c. San Luis Obispo County Fire Department/California Department of Forestry and Fire Protection. The county Fire Chief, or designee, shall enforce this title and all of its provisions.

20.04.014 - Citation and Penalties

Issuance of a citation shall be according to Chapter 1.08 of the County Code (Citations). Penalties for violation are established by Chapter 1.04 of the County Code (General Penalty).

CHAPTER 5: DEFINITIONS

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20.05.010 - Purpose

This chapter defines the terms and phrases of this title that are technical, specialized or that may not reflect common usage. Where any of these definitions conflict with other titles of this code, this chapter prevails for the purpose of this title.

20.05.020 - Address and Road Name Definitions

Abutting frontage. A property line of a parcel that abuts a road.

Accessory structure. A structure, a use of which is incidental to that of the principal structure on the same parcel. May be either detached or attached if made structurally a part of the principal structure. Accessory structures include but are not limited to: barns, garages, guest houses and electric meters on wells.

Addressable structure. A structure utilized as a residence or to conduct office or business related uses.

Arterial. A road that carries traffic between center of population or carries large volume of traffic within an urban or rural area. Defined in Chapter 6, Part I of the Land Use Element and shown on the Land Use Element and Local Coastal Plan official maps and/or the area plan report maps, as an existing or proposed arterial.

Assessor parcel number. The identification number assigned by the Assessor's Office to a parcel of land (example: 012-345-067). Sometimes the number is shown with a three digit extension (example: 012-345-067-000).

Collector. A road that enables traffic to move to and from local roads, arterial roads and activity centers. Defined in Chapter 6, Part I of the Land Use Element and shown on the Land Use Element or Local Coastal Plan official maps and/or the area plan report maps, as an existing or proposed collector.

Construction Permit. A building, plumbing, electrical, mechanical or grading permit for new construction, not relating to an existing structure.

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Contiguous ownership. Parcels under the same ownership which are adjacent and have a common parcel boundary for at least 25 feet.

Corner parcel. A corner parcel is located immediately adjacent to the intersection of two public vehicular rights-of-way, including railroads.

County-maintained. A road that has been accepted into the county maintenance system as shown on the Highway Planning Service maps.

Cul-de-sac. A road which connects to other roads at only one end and provides vehicular turnaround at the opposite end.

Double fronting parcel. A parcel extending between two roads, so that both front and rear yards abut a road.

Driveway. A vehicular access from a road that serves no more than two structures, with no more than three dwelling units on a lot of record and any number of accessory structures.

Final map. A tract map, parcel map or lot line adjustment that has completed its review and met all conditions of approval by the Department of Planning and Building and the Engineering Department and is ready for final approval by the Board of Supervisors and recordation.

Frontage. A property line of a parcel that abuts a road.

Land division. Any real property which is divided into two or more parts or parcels for any purpose.

Local. A road that is used primarily for access to abutting property. Defined in Chapter 6, Part I of the Land Use Element.

Ownership. Ownership of one or more parcels of land or addressable structures (or possession under a contract to purchase or under a lease, the term of which is not less than ten (10) years) by a person, firm, corporation or partnership, individually, jointly, in common or in any other manner whereby such property is under a single or unified control.

Parcel. A legally created lot of record which has legal access to a road.

Principal means of access. The principal means of vehicular entrance or exit to a parcel or addressable structure.

Road. Vehicular access to more than one lot of record; access to any industrial or commercial occupancy; or vehicle access to a single parcel with more than two structures or four or more dwelling units.

Situs Address. An address assigned to reflect the location of an addressable structure. The situs address consists of two parts - a numerical portion used in conjunction with an official road name.

Tentative map. A map which shows a proposed division of land.

Unnamed road. A road that has not been officially assigned a name through the public hearing process, the recordation of a final map, or is shown on the official situs address maps as being unnamed.

Urban Reserve Line. Boundary between urban and rural uses as defined in Framework for Planning and shown on the Land Use Element and Local Coastal Plan official maps.

Village Reserve Line. Boundary between village and rural uses as shown on the Land Use Element and Local Coastal Plan official maps.

DEFINITIONS